

19 JAN 1971

Staff Personnel Division

1. SPD is involved in a wide variety of personnel management functions which involve continuing, periodic contact with the employee from the time he is an applicant throughout his career with the organization. SPD performs a selection function for professional and clerical personnel, a placement function for all categories of personnel, acts as the intermediary between Recruitment Division and the operating components of the Agency in determining with the operating components what their anticipated requirements are and advises Recruitment Division what to look for in order to satisfy these requirements. The Division operates the Skills Bank through which professional applicants are advertised throughout the Agency. The Division conducts follow-up interviews and pre-exit interviews. In this program, professional employees are seen somewhere after their nine months and before their twelve months. All employees who resign voluntarily are interviewed by SPD. SPD monitors a senior secretarial roster consisting of 64 employees grade GS-07 and above who have indicated a willingness and desire to be considered for senior secretarial requirements throughout the Agency. We maintain telephone and correspondence contact with applicants from the time of their original contact with the Agency through their medical and security processing and their entrance-on-duty

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orientation. SPD officers act as equal employment opportunity counselors and SPD monitors the flow and mix of Agency employees relative to the Agency's authorized ceiling.

2. An indication of some of the volume of the activity in SPD is that an average of 31,000 letters per year are sent to applicants and employees in process for employment with the Agency. An average of 13,000 applicant files are created per year. The placement officers review and authenticate for the Director of Personnel nearly 1,000 personnel actions per month. Our reassignment, follow-up and pre-exit interview and counseling programs involve 90/95 interviews per month. Each year. SPD averages selecting and bringing into the Agency and assigning clerical employees.